

Purpose

The Department of Transportation supports the concept of the Employee Assistance Program designed to help employees who have personal problems that impair the employee's work performance.

Policy

Behavioral problems which affect an employee's work performance are a legitimate concern of the Department of Transportation. These may be problems such as excessive drinking, drug misuse, family, marital, legal, financial, behavioral disorders, poor interpersonal relations, a personal crisis in the employee's life or other causes which may result in absenteeism and/or deteriorating job efficiency. Early identification and referral for help frequently result in improved job performance and can help the individual to a more productive life. The Employee Assistance Program (EAP) does not subsidize nor fund treatment programs or counseling. Employees are responsible for any cost incurred for treatment of personal problems.

1. The Department of Transportation recognizes that behavioral and/or medical problems are problems that can be successfully treated.
2. The Department is concerned only when job performance, including attendance, is affected and has no desire to intrude upon an individual's private life.
3. The responsibility to correct unsatisfactory job performance or behavior, regardless of the cause, rests with the employee. Failure to do so, for whatever reason, will result in corrective or disciplinary action as determined appropriate.
4. Employees and their immediate family members may voluntarily seek counseling and information on a confidential basis.
5. Referral for help or acceptance of treatment will in no way jeopardize an employee's job security or promotional opportunities. An employee's participation in the EAP will remain confidential, unless there is a job related reason that management has a need to know. Employee records are preserved in the same confidential manner as medical records. EAP records are not part of an employee's personnel record.
6. One of the basic functions of a leader is to identify substandard job performance and to take corrective action. Not all attendance or performance problems should be referred to the EAP because the program does not intend to preempt the responsibility of any leader. A referral should be made only in cases of continued resistance to improve after leader action.
7. It is recognized that leaders may not have the professional qualifications to make a judgment concerning alcoholism or other behavioral problems. Diagnosis and

treatment will be accomplished through community treatment resources. Leaders are responsible for what they can do best - monitor employees' job performance, coach employees to excel, and confront poor job performers.

8. Annual leave, sick leave if available, family medical leave, or leave without pay will be granted for treatment or rehabilitation in approved treatment programs on the same basis as any other illness.
9. Implementation of this policy will not require nor result in any special regulations, privileges or exemptions from the standard administrative practices and applicable job performance requirements.
10. Any Department of Transportation employee or his/her dependents or family members, without regard to race, color, sex, religion, age, national origin or disability, are eligible for assistance through this program.

Background

This policy has been established to help leaders and employees who have personal problems that affect work performance and to promote good business practices.